## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

FOR THE DISTRICT OF COLUMBIA						
	Plaintiff	) )				
	v.	) Civil Action No.				
	Defendant	) . ) )				
	SUMMC	ONS IN A CIVIL ACTION				
To:	(Defendant's name and address)					
	A lawsuit has been filed against you.					
	on the plaintiff an answer to the attached Procedure. The answer or motion must b	nmons on you (not counting the day you received it) you must complaint or a motion under Rule 12 of the Federal Rules of se served on the plaintiff or plaintiff's attorney, whose name and				
uaar cs	, and an					
compl	If you fail to respond, judgment by defa aint. You also must file your answer or i	nult may be entered against you for the relief demanded in the motion with the court.				
		ANGELA D. CAESAR, CLERK OF COURT				
Date:		Signature of Clerk or Deputy Clerk				

FOIA Summons (12/11) (Page 2)

Civil Action No.

## PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (1))

	This summons for (nar	ne of individual and title, if any)						
was re	ceived by me on (date)	·						
	☐ I personally served the summons on the individual at (place)							
			on (date)	; or				
	☐ I left the summons	at the individual's residence or u						
	, a person of suitable age and discretion who resides there,							
	on (date)	, and mailed a copy to t	he individual's last known address; or					
	☐ I served the summo		, who is					
	designated by law to accept service of process on behalf of (name of organization)							
			on (date)	; or				
	☐ I returned the sumr	mons unexecuted because			; or			
	☐ Other (specify):							
	My fees are \$	for travel and \$	for services, for a total of \$		·			
	I declare under penalty of perjury that this information is true.							
Б.								
Date:			Server's signature					
		Printed name and title						
			Server's address					

Additional information regarding attempted service, etc: